

MONTANA ONE-STOP CERTIFICATION CRITERIA

In order to be considered for certification as a local Workforce Investment Act (WIA) One-Stop, a Business Plan must be submitted by the Local Community Management Team (CMT) to the Local Board for approval.

In addition, at least 80 % of the following criteria must be met, and a plan must be in place to meet the remaining 20 % within one (1) year of the date of certification:

1. At a minimum, a One-Stop system should include the following program services: Wagner Peyser Labor Exchange; WIA Title I Adult; WIA Title I Dislocated Worker; and other partners as may be required under the Act or the Business Plan.
2. Collocation of programs is encouraged to the extent possible, but is required for: Wagner Peyser Labor Exchange; WIA Title I Adult; and WIA Title I Dislocated Worker. The site must utilize the term “One-Stop” as the common identifier for the site. When selecting the site location, consideration must be given to customer accessibility.
3. A written agreement must detail site management and is to be reviewed, and if necessary revised, upon a change in key staff.
4. Collocated partners must have a written agreement or Operating Plan describing roles and responsibilities of each partner at the site. For those who are collaborating partners off-site, roles and responsibilities will be defined in an addendum to the collocated partner agreement.
5. All collaborating partners, those on and off site, must have the appropriate staff trained in the services provided by other partners, know who the contact person for each partner is, and can seamlessly refer clients or participants to the appropriate entity within each partner program.
6. Hotelling space must be made available at the site for visiting partner programs whenever feasible.
7. All partners, those on and off site, must have a resource area available to customers that is staffed, has information on all partners in the local system, and meets customer needs.
8. The site used for collocation must be accessible for those with disabilities and those who speak languages other than English.